PITT COUNTY, NORTH CAROLINA

REQUEST for LETTERS OF INTEREST (RFLOI)

Pitt County Comprehensive Land Use Plan Update

TITLE: Pitt County Comprehensive Land Use Plan Update

ISSUE DATE: September 15, 2021

SUBMITTAL DEADLINE: October 15, 2021 at 5:00pm

ISSUING AGENCY: Pitt County, NC Planning Department

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and any/all subconsultant firm(s) shall be pre-qualified to perform ANY COMBINATION of the work codes listed below for Pitt County. Work codes required are:

- 00045 - Corridor Planning
- 00141 - Multimodal Transportation Planning
- 00171 - Public Involvement
- 00200 - Feasibility Studies
- 00315 - Municipal & Regional Planning Studies

WORK CODES for each primary and/or subconsultant firms(s) SHALL be listed on the respective RS-2 FORMS (see section ‘SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS’).

This RFLOI is to solicit responses (LETTERS OF INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

Assist Pitt County with the development of a major update to the Pitt County Comprehensive Land Use Plan (CLUP). The CLUP was initially adopted in 1990 and received major updates in 2002 and 2012. As a requirement of the new Chapter 160D of the North Carolina General Statutes, Pitt
County must “reasonably maintain a comprehensive plan that sets forth goals, policies, and programs intended to guide the present and future physical, social, and economic development” of the County. Pitt County has continued to experience significant growth since the 2012 update and has recently adopted land use plans for the Southwest Bypass and NC 43 South corridors to plan for future growth and development along these corridors. Pitt County has determined that the CLUP must be updated to comply with Chapter 160D, and to ensure that development decisions are consistent with the County’s current vision and priorities.

The planning process is expected to take approximately 12 months, and will include collection of data, analysis of demographic and historical information, an existing land use inventory, as well as an analysis of previous zoning and development activity within the County. This information will be utilized to formulate a future land use map, as well as goals and objectives to manage future growth and development. The selected firm will help facilitate and work directly with a steering committee to develop the plan. The Pitt County Planning Department will serve as the Lead Planning Agency (LPA) and provide support and assistance for the project.

Pitt County has budgeted $100,000.00 for this project, of which $35,000 has been budgeted by the Greenville Urban Area MPO in the FY 2022 Planning Work Program.

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

LOIs SHALL be received ELECTRONICALLY, BY MAIL, OR HAND-DELIVERED no later than 5:00pm on October 15, 2021.

The address for electronic deliveries is: eric.gooby@pittcountync.gov

The address for mailings and hand deliveries is:

    Pitt County Planning Department
    Attn: Eric T. Gooby, Senior Planner
    1717 W. Fifth Street
    Greenville, NC 27834

LOIs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.
The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of $1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

**SCOPE OF WORK**

Pitt County is soliciting proposals for the services of a firm/team for the following contract scope of work:

- **Establish a project schedule for the completion of the plan, with clear deadlines and specific action items identified for each task or phase identified in the scope.**
- **Establish and implement a community outreach and information strategy to ensure appropriate resident, business and Pitt County staff involvement is present throughout the planning process. The public outreach efforts will help to establish and prioritize goals and strategies for the land use plan.**
- **Review and evaluate the existing Comprehensive Land Use Plan and other policies affecting the planning jurisdiction of Pitt County.**
- **Review and assess existing and proposed State and Federal programs and regulations impacting land use within Pitt County, such as stormwater rules, drainage basin and watershed rules, floodplain maps, etc.**
- **Prepare for and present at workshops for citizens, property owners, and stakeholders, including County officials; and, present formally to the Pitt County Planning Board and Board of County Commissioners for public input, plan consideration and final adoption. A minimum of two public input sessions are anticipated; one to gather input and a second to present the results.**
- **Facilitate meetings and calls with Pitt County staff and a steering committee to provide updates on progress and solicit input. Meetings are expected to be held at an average of one meeting per month throughout the planning and adoption process.**
- **Research and analyze existing land use patterns, development patterns and projects, environmental constraints and regulatory codes to establish existing conditions as well as identify issues and opportunities. Data should be used to prepare estimates, projections, and forecasts. Analysis should include identification of future growth areas.**
- **Prepare an analysis of existing public facilities within Pitt County (facilities include water, sewer, wastewater, State-maintained roads, parks and recreation facilities) and make recommendations for public improvements or policy changes that will accommodate projected growth and development.**
- **Prepare an analysis of future road networks, alignments, and extensions within Pitt County, and make recommendations for possible interconnections in the future.**
- **Provide necessary data, inventory and analysis to support the goals, objectives and policies for the land use plan.**
- **Formulate and recommend objectives and policies using goals set by Pitt County, the steering committee, other adopted plans, the results of the participatory process, and data inventory and analysis.**
- **Recommend policies and strategies for plan implementation. Each recommendation should include action steps, responsible parties, estimated costs, and means of funding. The intent is to develop an action-oriented plan.**
• Prepare various maps for inclusion in the plan using ArcGIS software, including an updated Future Land Use Plan Map.
• Prepare a Comprehensive Land Use Plan that incorporates all aforementioned items within the project scope. The plan shall include an executive summary, and be illustrative, and implementable. The final plan shall be presented to the Pitt County Planning Board and Board of County Commissioners for review and adoption/concurrence.

PROPOSED CONTRACT TIME: 12 months with one (1) potential extension.

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum, invoiced monthly

SUBMITTAL REQUIREMENTS

All LOIs are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8½ x 11 sheets, single-space, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than fifteen (15) pages will not be considered.

All LOIs must include a complete and signed copy of the County’s Public Records Addendum and Indemnification Agreement, which attached to this RFLOI as Attachment 1.

Six (6) total copies of the LOI should be submitted.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

• The LPA’s Selection Committee will review all qualifying LOI submittals.

• For Limited Services Contracts (On-Call type contracts), the LGA’s Selection Committee MAY, at the LGA’s discretion, choose any number of firms to provide the services being solicited.

• For Project-Specific Contracts (non On-Call type contracts), the LGA’s Selection Committee MAY, at the LGA’s discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
• In order to be considered for selection, consultants must submit a complete response to the RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

**SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification system (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department’s Subconsultant Form RS-2. RS-2 forms may be accessed on the Department’s website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department’s website at [Directory of Firms – Complete listing of certified and prequalified firms](#).

The listing of an individual firm in the Department’s directory shall not be construed as an endorsement of the firm.

**PREQUALIFICATION**

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your LOI. An application may be accessed on the Department’s website at [Prequalifying Private Consulting Firms](#) – Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with NCDOT eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department is committed to providing opportunity for small and disadvantage businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.
SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Responsiveness and completeness of the proposal to the specifications of this RFLOI (overall quality of submittal) = 30%
2. Qualifications and relevant experience of professional personnel, and commitment of firm to provide requested services = 30%
3. Demonstrated and successful experience in developing similar plans within allotted budgets and time frames = 20%
4. Approach and methodology of how the firm will meet the objectives described in the project scope = 20%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to ERIC T. GOOBY, SENIOR PLANNER, and must include the name, address, telephone number, and e-mail address of the prime consultant’s contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction
The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:
- Expression of firm’s interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm’s(‘) possible conflict of interest for the work; and
- Summation of information contained in the letter of interest

Chapter 2 - Team Qualifications
This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:
1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.
Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm’s North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant’s proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant’s Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team’s organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES -
CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm’s letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 for the following:

- **Prime Consultant firm**  
  ➢ Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.  
  ➢ Subconsultant Form RS-2 Rev 1/15/08
  ➢ **In the event the firm has no subconsultant**, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.

**Complete and sign each Form RS-2 (instruction are listed on the form).**

The required forms are available on the NCDOT’s website at: https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx
All submissions, correspondence, and questions concerning this RFLOI should be directed to Eric T. Gooby, Senior Planner at eric.gooby@pittcountync.gov or call (252) 902-3250.

Questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than September 28, 2021. The addendum will be issued no later than October 1, 2021.

**SUBMISSION SCHEDULE AND KEY DATES**

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFLOI Release</td>
<td>September 15, 2021</td>
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<tr>
<td>Deadline for Questions</td>
<td>September 28, 2021</td>
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<tr>
<td>Issue Final Addendum</td>
<td>October 1, 2021</td>
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<tr>
<td>Deadline for LOI Submission</td>
<td>October 15, 2021</td>
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<td>Shortlist Announced</td>
<td>TBD</td>
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<td>Interviews the week of</td>
<td>TBD</td>
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<td><strong>Firm Selection and Notification</strong></td>
<td>November 12, 2021</td>
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<tr>
<td>Anticipated Notice to Proceed</td>
<td>November 2021</td>
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* Notification will ONLY be sent to shortlisted firms
** Notification will ONLY be sent to selected firms.
Public Records Addendum and Indemnification Agreement

Once received by the County, your proposal is considered a public record and subject to disclosure, except for material which qualifies as “trade secret” information under N.C. Gen. Stat. 66-152 et. seq. After the proposal opening, the County’s selection committee, as well as other County staff and members of the general public who submit public records requests will review the proposal.

The public disclosure of the contents of each proposal submitted in response to this Request For Letters Of Interest (RFLOI) is governed by Chapter 132 and 66-152 et. seq. of the General Statutes of North Carolina. If any proposal contains trade secret information as defined by Chapter 66-152 et. seq. of the General Statutes of North Carolina, such trade secret information should be specifically and clearly identified as follows:

To properly designate material as trade secret under these circumstances, each person or entity providing a proposal must do the following: (a) any trade secrets submitted by a service provider should be submitted in a separate, sealed envelope marked “Trade Secret—Confidential and Proprietary Information—Do Not Disclose Except for the Purpose of Evaluating this Proposal,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Any service provider that designates its entire proposal as a trade secret may be disqualified.

In submitting a proposal each person or entity agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who serve on the selection committee or who are hired by the County to assist in the selection process.

Furthermore, by submitting a proposal and by signing this Public Records Addendum and Indemnification Agreement, you agree to indemnify and hold harmless the County and each of its officers, employees, and agents from any and all costs, damages, and expenses incurred in connection with refusing to disclose any material, which has been designated as a trade secret as described above. Service provider signs this agreement under seal and also acknowledges that this agreement between the parties is supported by sufficient consideration. The signatory below represents and warrants that he or she is authorized to act on behalf of and bind the entity below.

____________________________________________________________________________
Name of Entity Submitting Proposal

__________________________________________
Signature of Authorized Official (SEAL)              Date

____________________________________________________________________________
Printed Name of Authorized Official